

Topsfield Town Hall Building Committee
February 18, 2015

Chairman Jackson called the meeting to order at 9:12 AM at the Town Library. Committee members present were Boyd Jackson, Elizabeth Mulholland, Ben Nutter, Gregor Smith and ex-officio members Kellie Hebert, Martha Morrison. Community Development Coordinator Roberta Knight was also present.

Visitors: Selectman Dick Gandt.

Minutes: Member Gregor Smith made the motion to approve the minutes of January 7, 2015, January 14, 2015 and January 21, 2015 approved as written; seconded by Member Elizabeth Mulholland; so voted 4-0.

Town Hall Phasing Plan: Member Gregor Smith presented the Committee with an updated draft Phasing Plan for the Town Hall Restoration Project that included four (4) phases.

- Phase 1: Conceptual Scope for Phase 2 Budget
- Phase 2: Procure Architect, Schematic Design, Phase 3 Budget
- Phase 3: Procure OPM, Procure Design Architect, Design Development and Construction Documents, Bidding, Construction Budget
- Phase 4: Construction

Chairman Jackson at this time initiated a discussion regarding the scope and findings of the 2007 Town Hall Building Committee Study which provided an extensive amount of information concerning program space needs to keep or expand building, reuse of building, and other site/building alternatives. He requested the members to review the study.

Report on COA Meeting: Chairman Jackson reported that he met with COA Director Jodi Gibley and Board Chairman Penny Rogers. He noted that a full COA Board meeting is scheduled for Thursday, February 19th to discuss moving forward with a professional needs analysis study to determine the needs of the town's current senior population and to request Town Meeting funding for said study.

Further, Chairman Jackson noted that both Ms. Gibley and Ms. Rogers were adamant that the office and function center should be in the same location, preferably in the downtown area. They did not care where it would be located in the downtown, but that the offices and function area be together. The possible available use of the fourth grade wing of the Proctor School was discussed as a location for future consideration as class numbers decreased. The Committee then discussed the old highway garage (School Street site) which the COA had pursued in 2005 for re-use as a senior center.

Selectmen Martha Morrison noted that the kitchen space at Town Hall could be designed as a multi-functional space to service the Town Hall employees and COA if senior center or auditorium space is incorporated in the design plan.

Member Gregor Smith reiterated that the schematic design phase needs to be a highly disciplined process. Accordingly, it was very important that the Town Hall Building Committee develop the space needs program requirements to a 60-70% level in order for it to be useful to the architect. Mr. Smith also noted that the Committee members would need to review the previous studies as a basis for the developing the scope of work which would be refined based on current and future functional needs. He also presented the Board with a conceptual budget proposal for the project which was reviewed by the members. See attachment for specific details.

Member Gregor Smith recommended a refined not too exceed figure of \$100,000 for the funding of the schematic design and the Committee concurred.

Selectman Morrison noted that the Town has the levy capacity and the two warrant articles being proposed by the Committee would be funded within the levy capacity. The Selectmen have no intention of supporting overrides. Further, she stated that the Board of Selectmen voted unanimously to form the Town Hall Building Committee since the Selectmen as a Board understands the need that the building must be addressed. However, the plan needs to be lean and efficient to address the deteriorating condition of the building and the functional needs of the departments.

Selectman Gandt also reiterated that the plan has to be practical and consideration of an addition, he viewed, would be problematic. The plan should recognize the functional needs of the town over the next 20 years.

Selectman Morrison responded that she would be reluctant to limit the footprint to the current building. Member Gregor Smith noted that functional space is required for services which may require an addition.

Review of emergency repair projects: The Committee then summarized the three (3) projects that it would move forward with using current town funds. The projects include

- Limited work on front façade for flashing and window sash
- Restoration of three (3) second floor windows (2 stage, 1 bathroom)
- Demolition of side portico

The Committee requested Ms. Knight to check the costs with consultant Richard Smith.

The Committee also had a short discussion on parking and a new septic system, if the building was enlarged and incorporated a senior center space.

The meeting was adjourned at 10:35 AM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator